

TO: Superintendents

FROM: George McDonough
Ken Gu

SUBJECT: Student Discipline Report Workshop

DATE: May 16, 2006

We are now in our tenth year of data collection for the Student Discipline Record System. We **are not** making any changes to reporting requirements, but it has been four years since our last Student Discipline Record System workshop. In an attempt to revitalize and maintain the ongoing communication to improve the reporting system, we will be hosting a series of workshops **June 5-7, 2006** for those individuals involved in the maintenance and reporting of your district's discipline data. **Each district should have a central person or persons assigned to oversee this responsibility.** Based on past experience, we believe it will be beneficial to meet with these individuals responsible for **recording and submitting** the Student Discipline Record Report, once again this year.

The Student Discipline Record System has continuously improved over the years with the assistance and advice of you and your staff. We would like to maintain this trend in light of considerable staff turnover in many communities. As a result, this workshop will be an opportunity to review the 04-05 reports; verify definitions, answer questions, and clarify procedures for the submission of data for the Student Discipline Record System for August, 2006; and discuss issues regarding the integration of the discipline reporting system into our new data initiative to improve the management of drug and violence prevention programs in your schools, districts, and communities.

We ask your help in identifying the appropriate staff in your district to attend the workshop. Please take a moment and forward this to anyone else you think may benefit from attending. For your convenience, we are providing the **Student Discipline Record System Workshop** on the following dates:

Monday, June 5, 2006 from 9:00 – 11:00 am and 1:00 – 3:00 pm
Tuesday, June 6, 2006 from 9:00 – 11:00 am
Wednesday, June 7, 2006 from 9:00 – 11:00am and 1:00 – 3:00 pm

Workshops will be held at RIDE, in the sixth floor computer lab. Please choose the **one** workshop that best fits your schedule. Space is limited to 15 participants per workshop, so please respond early. You can register for this workshop by logging on to eRIDE. Attached you will find instructions which will guide you through the online registration process. If you have any questions, please call Sheila Galamaga at 222-8943.

cc: middle and high school principals
data administrators

Attachments

Workshop Agenda
Instructions for registering on eRIDE

Registering for Trainings and Workshops on eRIDE

1. With Internet Explorer, go to <http://www.eride.ri.gov/>;
2. You do not need an eRIDE login/password to register, but if you do, login first;
3. Click on Trainings/Workshops from the menu on the left side of the page;
4. Click on the session name to read more about the workshop;
5. Click on the “Sign Up” link for the session you are about to sign up;
6. Provide the requested information, including your name, phone #, email address and the name of your school if applicable;
7. Click on the “Sign Up” button to submit the registration;
8. Check your email for confirmation.

Capacity may be limited, please sign up at your earliest convenience that fits your needs. You may sign up for yourself or for your colleagues in your district/school. If you've made a mistake or want to make a change to a session you've already signed up, please call or email the workshop organizer directly.